

NORTHEASTERN PARC HABITAT MANAGEMENT GUIDELINES

SEPTEMBER 1, 2003

**DRAFT GUIDELINES NOW AVAILABLE FOR REVIEW AND
COMMENT**

COMMENTS REQUESTED BY 1 NOVEMBER 2003

INSTRUCTIONS FOR REVIEWERS

The first complete draft of the Northeastern Habitat Management Guidelines is now available for comment. This document is one of a series produced by the Management Working Group of PARC (Partners in Amphibian and Reptile Conservation). The process started in 2000 with several committee meetings, conference calls, and a national workshop in Chicago held in March 2001, so much of the structure and format has gone through many iterations and refinements. Please read these comments and instructions before you read and comment on the Guidelines.

Some aspects of this document are essentially cast in stone and are not subject to change. These include structure of the document overall (especially the structure of each of the habitat sections = modules) and the list of habitat types (this list was selected at the Chicago workshop). The following sections include language that appears in all the PARC Management Guidelines: Partner's Page, Preface, How to Use these Guidelines, and to some extent the Introduction.

Specific points to remember:

1. The primary audience is landowners and public/private land managers who may wish to include these guidelines in their land management practices. So, please read this draft with these people in mind.
2. The number of species on page 7 is left blank for a purpose. Taxonomic changes are taking place all the time, so we will refine these numbers at the final editing stage of the document.
3. The color Ecoregions map for the Northeast is not included as it will be transmitted to me by Mark Bailey (senior author of the Southeastern PARC HMG) at a later date.
4. Photographs - I have listed some ideas of photographs that may be used in each of the sections. I noted possible habitat and species photos and some that pertain to management issues, projects, and recommendations. This document will contain photos pertaining to as many of the points and recommendations as possible. So, please consider sending me photos to

accompany this document. Photos with good captions are invaluable and we will use as many as we can.

Technical points on photos:

- Do not send photos to me with your review. Just send a copy or a description of the ones you may want to contribute. I will contact you.
- Slides are preferred but high resolution digital images will certainly be considered. Make sure each one is crisp and in focus.
- Each photo must have all the pertinent information you want to see in the caption (e.g., place, point to be made, how you want your name to read).
- We cannot pay for use of your photos. However, we will return those we use to you.

5. Case studies: We wish to include short text boxes of case studies or points of interest to land managers (see the West Nile virus box). These may be best done in box inserts in each of the habitat sections. If you would like to submit one, please follow this format: Treat it like an abstract for a paper; maximum number of words is 250 (try to keep it under 200). You may wish to contact me to discuss your contribution before writing it. Each author will be credited in the box with his or her contribution.

6. The Management Recommendations -- This is the most important part of your review. The management recommendations we provide must be stated in a way that conveys the point but in language that, hopefully, does not alienate anyone. Thus, how we say something is as important as what we say. This is why we wish to have representatives from all the potential user groups to review this draft. We know that the language in this current draft needs some "word-smithing."

If there are conflicts with reviewer's comments and authors of this document, then the editorial committee will be asked to help with resolution.

Note that some habitat modules have more extensive lists of recommendations than others. Please add other pertinent recommendations that we have overlooked.

7. Resources - We wish to include useful resources for land managers in three primary areas: (1) suggested reading for managers, (2) lists of organizations and agencies, and (3) web sites. These may overlap with internet sources but please provide a list or complete citation so we can just add them in.

8. The species table (species by state and habitat matrix) is not complete. Feel free to fill in the habitat and state cells. However, if you do make additions, please provide a brief phrase or sentence documentation for each one. Note that each cell has a code- please use the codes in the legend at the end of the table.

9. The final formatting of the NE PARC HMG will be done by the New York DNR. Thus, comments about the formatting in this draft version may not be appropriate.

HOW TO SUBMIT YOUR COMMENTS

The most efficient way for me to handle the volume of comments from the many people who will review this draft is for you to send me hard copy with comments hand-written on them. That way I can arrange them page by page and work from there. I will not accept electronic edits like that found in MS Word. You could do the editing in electronic format but you must print a hard copy to send me. Please make sure I can read your handwriting. Send your comments by 1 November 2003 to the following address:

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University of Richmond
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(phone contact for questions is 804-740-7086; email for questions is *jmitchel@richmond.edu*)

HOW TO CONTACT YOU

It is very possible that we will wish to contact you if we have questions or requests. So, please provide all your contact information in your hard-copy reply. Thanks.